

Minutes – Full Governing Body

Date: 30th Jan 2019

Time 7.00 – 9.02 pm

Location: Cheriton Primary School

In attendance:

Andrew Goldsworthy (Headteacher)	Ben Ward
Clare Cholerton (Chair)	Rachel Holmes
Simon Murfitt	Frances Lawrence
Elizabeth Brett	Nicholas Parmley
Rebecca Haskins <i>[left 2026 - 2030]</i>	Paul Debont <i>[left item 10 2035]</i>
Fiona Greenwood (Clerk)	

	Item	Action
1	<p>Welcome by the Chair & Apologies</p> <p>The Chair welcomed everyone to the meeting and welcomed new Governor Rachel Holmes.</p>	
2	<p>Correspondence and request for AOB</p> <p>One AOB item from BW.</p>	
3	<p>Declarations of Pecuniary interest</p> <p>No new declarations. New Governor completed declaration form.</p>	
4	<p>Minutes of previous meeting</p> <p>Minutes of the previous FGB held on the 28th of November were reviewed and one amendment requested:</p> <p>Parent evening - attended by 'A Governor' there was more than one.</p> <p>Otherwise agreed as correct and signed.</p> <p>Actions arising:</p> <ul style="list-style-type: none"> • Check attendance on website, meetings minutes and meeting dates • Add new Governor remove Andrew Flett • Parent Governor application - concluded • Forest School gesture - ACTION Chair and RH to do some pictures with class • Solution to multiple items in google docs. <p>NP explained he has found a plug-in fix to allow google docs to be viewed in browser and it wont save multiple copies. Alternative would be use Onedrive.</p> <p>Q - What is the cost implication?</p> <p>A - One drive is included if you have a 365 licence but not everybody does.</p> <p>HT explained school may move to full google docs for use in school.</p> <p>NP to send explanatory note on plug-in fix.</p> <ul style="list-style-type: none"> • Self Evaluation Meeting - on SIP <p>Skills audit to be assessed against SIP. Would be useful to repeat due to new Governors.</p> <ul style="list-style-type: none"> • Review Governor induction - been done and will be put into practice with new Governors. <p>Asses improvements based on previous years performance. This is also ongoing and impact is now evaluated at end of each meeting.</p> <p>Q - Would it be possible to set termly KPI's to assess more?</p> <p>A - Could do but could also set interim targets. Link Governors review could be done by next FGB.</p> <p>Actively reviewing SIP and ensuring it is measurable. Learning Committee are working towards this and will consider it under impact.</p>	<p>HT</p> <p>Chair & RH</p> <p>NP</p> <p>Link Govs</p>

	<p>Governor promoting standards that improve progress especially vulnerable groups. This is looked at in Learning.</p> <ul style="list-style-type: none"> Asses new SENCO regulations are effectively implemented. Now implemented and reviewed regularly. SENCO needs to attend a course next year to stay within regulations. Review of where we are to ensure all up to date. End of year RH to assess. Training of pay committee - FL attended course s skills gap closed. Engaging with stakeholders - ongoing Items to look at, reflect, then can be brought together into an action plan. Q - When is skills audit to be carried out? A - In time for next FGB. Take forward online safety plan - from parents evening feedback about online safety for children. Parents do not see need for an event so consideration needs to be given how to take this forward. SM and HT to meet and discuss and will provide feedback at next FGB. Can also ask during training next week for guidance. 	<p>RH</p> <p>FL</p> <p>SM & HT</p>
<p>5</p>	<p>Governing Body Co-opted Governor An application received and the Chair and HT met with candidate. They have been Governor elsewhere previously so have experience. APPROVED Parent Governor RH welcomed and Governors informed a election has been held with only one application which will fill the remaining gap. Will be appointed by next meeting. Q - Could the new Governors come to the training next week? A - They can be invited. Q - What year groups are parent Governors in? A - Year R, One Year 1 and one Year 5 so spread throughout school.</p> <p>Governor Services SLA renewal Up to 105 on school role the Governor Services SLA costs £1225 per year. The advice is accessed often by Chair to ensure acting within correct parameters. Also covers all training and accessing MOPP for policies. Chair suggests continuing with SLA. Q - Has it been included in budget? A - Yes With three new Governors the cost of their training would cover it this year. Approved. Clerk to the Governing Body renewal Small discount applied for having the Training SLA. Approved.</p> <p>Trial 'The Key for Governors' HT uses the Key for Leaders in the school. It provides information on policies and legislation. Not all authorities have a Governor Services department so The Key fills this gap. Since Cheriton have use of Governor Services there would be some doubling up but it provides more in depth information for policies. Cost approx £400 per year but may be possible to reduce. There is a trial available where can download up to five documents. Governors requested to all have a look and download to consider if value for money. A Governor who has used it reported it is very user friendly and the information is more current. Also very easy to find resources.</p>	<p>All</p>

	<p>Q - Is it one or the other? A - No could have both but there is the cost implication. Link Governors could look at their subjects. FL to look at training and RH look at new Governors induction information and SEN. Governors to access website and feedback at next meeting and upload docs in google docs.</p> <p>Governor Visit to St John the Baptist, Waltham Chase Previously agreed would join a forum which links Governing bodies with other schools. Waltham Chase school has become available and they have been inspected by Ofsted twice in last three years. Chair has made initial contact and they are interested in arranging a meeting between some of their Governors and potentially HT also. Q - Would we want to see school in action or would it more be a discussion with Governors? A - Can be in school day or just with Governors. Chair to arrange time with them and then see who would be available.</p> <p>Terms of Office reminder 4 co-opt Governors terms end during March.</p>	<p>Govs</p> <p>Chair</p> <p>Clerk</p>
6	<p>LLP Report Update Discussed during the last FGB and subsequently have provided suggestions for support that is needed. Safeguarding Audit Would involve half day visit and would rigorously check policies are being followed for single center register, visitors and pre-employment checks. Q - How much would he charge? A - Would be a day - half day visit and half day for report so £780. Have not had external audit for a longtime so would be very worthwhile. Q - Are there other options available that offer this service? A - It is best to secure this service through HCC to ensure quality of service and freelance providers also often charge more and can be hit or miss. Safeguarding Governor asked if possible to provide a previous report or feedback from another School to ensure the service is what we require before committing to expenditure. Governors reminded to have safeguarding focus during visits and ask challenging questions when in school. Additional Support Has been covered in Committee and further monitoring visits will be done later in year.</p>	
7	<p>Governor Body Self Evaluation Previously covered</p>	
8	<p>Policies Approved at Committee:</p> <ul style="list-style-type: none"> ● Sexting Q - Will it be called 'Youth Produced Sexual Imagery' Policy or sexting? A - Probably both to ensure clear what the policy covers. Slight change to wording suggested to ensure clarity. ● New Governor Induction New Governors are going to do trial of new induction and provide feedback. Suggested annual review. <p>For approval at FGB:</p> <ul style="list-style-type: none"> ● Charging Policy Reviewed at Resources and scrutinised. Q - Families can be in hardship without receiving benefits - should this be covered by policy? 	

	<p>A - It is a difficult to put in policy. Q - School also may not know if families are in receipt of benefits so should trip letters have letter about contacting school to discuss? A - It is on trip letters and provided for Pupil Premium. Q - What about children that are not on PP? A - Would be good to offer support but hard when no budget available. Since Christmas £400 down for trips. Q - What percentage do not pay for trips? A - Do not know but need to look at. Discussion on future of trips and whether trips are in danger of being pulled. Suggestion to ensure the value of trips is being communicated effectively. Trips to be communicated at start of Year to allow parents to plan and budget. Percentage of non-payment to be examined at Resources by event. Back to Resource. Possibly tweak wording and examine financial risk.</p> <ul style="list-style-type: none"> ● Performance Management MOPP document with a few tweaks added. Suggestion to remove section that was not relevant. Approved subject to minor change ● Fitness and Suitability for Work MOP model document. Approved. 	Resource
9	<p>Questions from Resources and Learning Committee minutes Q - Is admissions policy available for 2020? A - Not yet. Chair of Learning highlighted that in September when all data available will highlight which groups will focus on for that year. Highlight groups will be selected from historic data or a trend in data. Link Governor visits will then tie in with this also. Will make impact easier to monitor. <p style="text-align: right;"><i>[RH left at 2026]</i></p> Highlight from Resources is work on the Squash court has started. Concrete needs to harden for two weeks due to water table in ground. Will then progress quickly after this. Q - Is the work on site satisfactory in regards to safety? A - Yes very good at securing site and ensuring safety</p>	
10	<p>Stakeholder engagement Governors are reminded that Parents Evening are scheduled for: Tuesday 19th March 345 - 7pm Thursday 21st March 345 - 5.30pm <p style="text-align: right;"><i>[RH return 2030]</i></p> Suggestions for parent focus invited. Discussion on ensuring a clear positive opportunity to engage with parents. Suggestion on online safety could do a true/false survey and then see results to provide parents with information rather than gather information. Could use ipads or on loop on board to be informally discussed. Concern that could be too repetitive after the last parent evening would need to ensure reasons communicated effectively. Q - Are there other safeguarding questions which are more school based rather than home based? A - Could be looked at. <p style="text-align: right;"><i>[PD left at 2035]</i></p> Trips and feedback also suggested. Could show montage of photos of the trips.</p>	

	<p>Concern raised by a Governor that they are being approached by other parents with mis-information and rumours. Need to ensure the timing and positive messages are being communicated effectively. Squash court is raising concerns over where money is being spent and the impression is that the money is being spent on this to the detriment of other activities. Concerns that the squash court has taken so long to be built the message has been lost to parents. Suggestion that it is mentioned in newsletter. Also suggestion to look at other communication platforms such as twitter to engage with parents in different manner.</p> <p>Discussion on parent whatsapp/messenger groups and what responsibility the school has if any to address misinformation spread on them.</p>	HT
11	<p>Governors with Specific Responsibilities Reports:</p> <ul style="list-style-type: none"> ● Link Governors - reminded to get into school and get reports for next FGB. ● New SEN Governor - RH. ● Safeguarding: A minor incident has occurred and been dealt with in appropriate manner. ● HT Performance Management Has been completed. 	
12	<p>Any other business</p> <p>Reminder Training next Wednesday.</p> <p>Q - Any feedback on the two potential Vicars visiting school?</p> <p>A - Two different approaches and both well received. Not aware yet of who has been appointed. The children gave very honest and constructive feedback after. Important to ensure links between the Church and School remain.</p> <p>Policy on E-Safety policy does state that pictures taken at events are for private use only but does not mention social media. Should this be included? Yes can be added.</p> <p>Q - How many Sept 2019 Year R applications?</p> <p>A - 22 first choice places and 9 2nd.</p>	
13	<p>Impact</p> <ul style="list-style-type: none"> ● Overseeing the financial performance of the school and making sure its money is well spent ● Governors Services and Clerk fees ● Safeguarding audit to ensure money is well spent ● Holding the headteacher to account for the educational performance of the school and its pupils <p>Through committees and points followed up in FGB.</p> <ul style="list-style-type: none"> ● Ensuring clarity of vision, ethos and strategic direction <p>Key targets for Governors considered.</p>	
14	Date of next meeting – 7pm on 27th March	
	Meeting concluded at 2102 and was quorate at all times.	

Item	Action	Who
4	Amend website - add new Governor remove AF	HT
4	Forest school gesture - class to make cards	Chair & RHa
4	Send explanatory note on plug in fix for google docs	NP
4	Link Governor to assess impact in relation to self evaluation results	Link Governors
4	Asses SENCO changes implemented at end of year	RHa
4	Consider how to take forward online safety	SM & HT
5	Access The Key for trial	All Governors
5	Arrange Waltham Chase visit	Chair
5	Co-opt Governor terms ending - check they wish to continue and extend	Clerk
8	Charging policy - resources to re-examine and evaluate financial impact of trip non-payments	Resources
10	Include mention of squash court in newsletter	HT